



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

November 28, 2016

Closing Date: December 2, 2016

(Position will close after five working days from date of listing or until filled.
Application review will begin on December 5, 2016).

Title: ATTORNEY SUPERVISOR

Position Number: 2216-2860

Grade: C127

Legal Services

DUTIES:

This position will be responsible for conducting legal research and writing legal documents for use in litigation and for providing assistance to the agency. Reviews and analyzes data and documentation related to the agency's legal matters to determine the legal standpoint of the agency's position of the issue. Researches case law, state statutes and federal law related to current legal issues in order to prepare for potential mediation/litigation process; advises agency management on potential legal issues affecting the agency and offer legal opinions on actions the agency may take in resolving legal issues. Represents the agency in legal proceedings that may occur in various settings and jurisdictions; drafts proposed legislation, amends current legislation, amends agency rules and represents the agency at legislative hearings; supervises by assigning and reviewing work of other attorneys as necessary, analyze complex legal matters, review complicated legal documents and provide expertise and assistance to staff as needed. May interview and recommend for hire applicants for vacant positions in Legal Services.

SPECIAL REQUIREMENTS:

This position will require knowledge of laws and rules related to state agencies, public school districts/public charter schools, public school facilities, the Arkansas Freedom of Information Act, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, administrative rulemaking and state law ethics. The successful applicant will demonstrate a history of strong research, writing and advocacy skills. Special Education experience preferred.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a law degree from an accredited law school; plus five years of experience practicing law. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

Certificates, Licenses, Registrations

Licensed to practice law and admitted to the Arkansas State Bar. ACA 16-22-201.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at Arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.